

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

May 31, 2012

Ms. Angela Calvillo
Clerk of the Board of Supervisors
San Francisco Board of Supervisors
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Notice of Transfer of Function under Charter Section 4.132

Dear Madam Clerk:

This letter constitutes a notice to the Board of Supervisors under Charter Section 4.132 of a transfer of function between departments within the Executive. All positions are regular positions unless otherwise specified. The positions including the following:

- 28.13 positions (1.0 FTE 0931, 1.0 FTE 0932, 1.0 FTE 1404, 1.0 FTE 1426, 1.0 FTE 1824, 4.0 FTE 2978, 14.13 FTE 2992, 4.0 FTE 2996, 1.0 FTE 2996 – off budget position) will transfer from the Human Rights Commission to the City Administrator so that the City Administrator oversees the Contract Monitoring Unit.
- One position (1.0 FTE 2978 Contract Compliance Officer II) will transfer from the Human Rights Commission to the City Administrator so that the City Administrator oversees the Surety Bond Program.
- One position (1.0 FTE 5291) will transfer from the City Planning Department to the Port to perform Port-related planning functions.
- Two positions (2.0 FTE 1043) will transfer from the Controller's Office to the Department of Technology to support the new integrated Human Resources, Benefits Administration and Payroll system.
- One position (1.0 FTE 1822) will transfer from the Human Services Agency to the Department of Children, Youth & Their Families to perform work relating to transitional age youth.
- One position (1.0 FTE 0951) will transfer from the First Five Commission to the Human Services Agency to direct the Office of Early Care and Education.
- Two positions (1.0 FTE 1823, 1.0 FTE 1842) will transfer from the Department of Children, Youth & Their Families to the Human Services Agency as part of the Office of Early Care and Education.

If you have any questions please feel free to contact me at 554-6515.

Sincerely,

A handwritten signature in black ink, appearing to read "Kate Howard".

Kate Howard
Mayor's Budget Director

cc: Members of the Budget and Finance Committee
Harvey Rose
Controller

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

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